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COMMANDER AMPHIBIOUS GROUP THREE
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COMPHIBGRUTHREEINST 3120.14

N3/5

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COMMANDER MARITIME PREPOSITIONING FORCE INSTRUCTION 3120.14

Subj: MARITIME PREPOSITIONING FORCE (MPF) STAFF
ORGANIZATION AND OPERATIONAL EMPLOYMENT)

Ref: (a) Joint Pub 3-02.3 MPF Operations (Formerly NWP
22-10)

Encl: (1) CMPF Staff Composition
(2) CMPF Organizational Chart
(3) Billet, Duties and Responsibilities
(4) Survey, Liaison, Reconnaissance Party Checklist
(5) Off-load Preparation Party (OPP) Checklist
(6) Sample CMPF Operational Order Training and
(7) Preparation Requirements
(8) CMPF Embark Required Items

1. Purpose. To promulgate Commander, Amphibious Group THREE's Commander Maritime Prepositioning Force (CMPF) staff billets, associated responsibilities and conduct of operations.

2. Scope. This instruction will aid in CMPF Staff planning and allow for the optimum assignment and training of staff personnel.

3. Background. When directed, Commander, Amphibious Group THREE (CPG-3) staff, augmented by Naval Support Elements (NSE), designated medical and meteorological support will deploy to USCENTCOM and/or USPACOM AOR's in support of standing Operational Plans (OPLANS) and Contingency Plans (CONPLANS). In support of OPLANS and CONPLANS, CPG-3 conducts MPF operations including the offload of equipment and supplies from Maritime Prepositioning Ship Squadrons (MPSRON) ONE, TWO, and/or THREE to enable activation of a Marine Air Ground Task Force (MAGTF) from I, II and/or III Marine Expeditionary Force (MEF). In order to conduct this mission effectively, detailed planning and preparations are required. This instruction provides general information

guidance applicable to CMPF Staff billets including assignment of duties and responsibilities.

4. Discussion. To effectively function as a CMPF Staff it is imperative that each member knows his/her duties and responsibilities and be provided the appropriate guidance and training needed to carry them out. Given the variables associated with any operation, it is nearly impossible to train for every situation that may arise. If each member is generally familiar with their duties and responsibilities, then most tasks can be seamlessly accomplished. This instruction provides billet assignments, recommended ranks for filling each billet, duties and responsibilities associated with those billets, and checklists for the planning and execution of MPF operations. Specific information regarding a given exercise or operation can be found in the CMPF Operational Order (OPORD) that will be promulgated by the CMPF prior to the exercise/operation. CPG-3 (N5) is responsible for the development and promulgation of this directive.

a. Enclosure (1) provides a list of critical CMPF billets and identifies the organization required to fill each billet. Enclosure (1) also provides the recommended rank for personnel to fill in CMPF positions. In some cases, the number or rank of personnel actually assigned to fill CMPF staff billets may be reduced due to airlift and/or funding constraints.

b. Enclosure (2) depicts the CMPF staff organization.

c. Enclosure (3) lists the individual responsibilities and duties for each billet. Personnel should be aware that this list is not all-inclusive and additional responsibilities may be assigned due to the nature of military operations or unexpected last minute changes. Personnel assigned to the Survey, Liaison, Reconnaissance Party (SLRP) have an additional responsibility to gather information that will be used to plan the MPF operation. To assist them in this effort, Enclosure (4) provides some basic questions that should be asked by individual SLRP members. This list is not definitive or all encompassing, and additional questions must be asked by cognizant SLRP members as the situation dictates. A well-informed SLRP will greatly enhance and simplify execution of any MPF operation. Enclosures (3) and (4) intended to assist in

planning the MPF operation by providing a basic core from which the planning can be finalized.

d. Enclosure (5) is a template for a CMPF OPORD.

e. Enclosure (6) lists the required training and preparations that must be completed upon assignment to the CMPF staff. These requirements must be completed as soon as possible after notification of assignment.

5. Responsibilities. CPG3 (N5) is responsible for planning MPF operations and developing the MPF Operational Order. CPG3 (N51A) is responsible for the maintenance of this instruction and preparation of any associated TPFDD documentation.

6. Applicability. This instruction is applicable to all personnel assigned to Amphibious Group THREE and those commands from which augment personnel will be requested to deploy in support of MPF operations.

7. Action. The intent of this instruction is to provide guidance on the assignment, training and responsibilities of the CMPF staff. This instruction is not guidance for a specific MPF operation, but rather provides a minimal state of readiness that the CMPF staff must be prepared for. Personnel who are assigned to the CMPF staff must be thoroughly cognizant of every portion of this instruction so they will be able to perform their duties and responsibilities when called to execute MPF operations.

W. C. Marsh

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CMPF STAFF COMPOSITION

The table below provides the CMPF staff billets to be filled along with the providing organization and the recommended rank/rate for that assignment. The list contains members of the Survey, Liaison, Reconnaissance Party (SLRP)/Advance Party (indicated by an *) and the Main Body. This optimum staff manning level is based on the assumption that airlift and funding will be available to support a staff of this size. In some cases the number of personnel assigned to the CMPF staff will be reduced due to airlift and funding shortfalls.

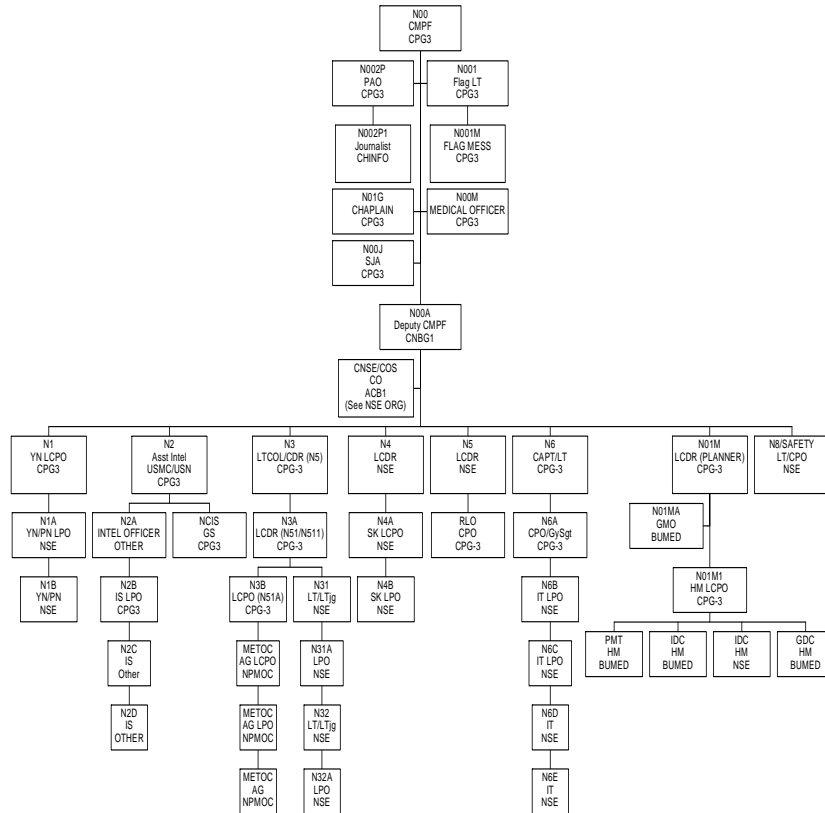
	PARENT COMMAND	CPG-3 N CODE	CMPF COMMAND ELEMENT BILLET	RECOMMENDED RANK
1	CPG-3	N00	N00 COMMANDER	RADM
2	CNBG-1		N00A DEPUTY	CAPT
3	CPG-3	N00M	N00M MEDICAL OFFICER	CAPT
4	CPG-3	N001M	N001M FLAG MS	PO3-CPO
5	CPG-3	N001	N001 FLAG LT	LTJG/LT
6	CPG-3	N00J	N00J STAFF JUDGE ADV.	LT-LCDR
7	CPG-3	N01G	N01G CHAPLAIN	CDR
8	CPG-3	N002P	N002P PUBLIC AFFAIRS OFF	CPO-LT
9	CHINFO		N002P1 JOURNALIST	PO2-PO1
10	ACB-1		CNSE/COS	CAPT
11	CPG-3	N01M	N01M MEDICAL PLANNER	LCDR-CDR*
12	BUMED		N01MA GMO	LT-LCDR
13	CPG-3	N01M1	HM LCPO	HMC
14	BUMED		PMT	HM
15	BUMED		IDC	HM
16	NSE		IDC	HM
17	OTHER		GDC	HM
18	CPG-3	N11	N1 ADMIN	CPO
19	NSE		N1A ADMIN ASST	PO1
20	NSE		N1B ADMIN ASST	PO2-PO1
21	CPG-3	N24A	N2 INTELLIGENCE	LT-CAPT (USMC)*
22	CPG-3		N2A INTEL ASST	PO1
23	CPG-3		NCIS	CIV*
24	Ship's Company		N2B INTELL WATCH	PO2-PO1
25	Ship's Company		N2C INTEL WATCH	PO3-PO1

26 CPG-3	N5	N3 CMPF OPERATIONS	LTCOL/CDR*
27 CPG-3	N51/511	N3A AOPS/SWO	LT-LCDR*
28 CPG-3	N51A	N3B OPS CHIEF	CPO
29 NSE		N31 WATCH OFFICER	LTJG-LT
30 NSE		N31A ASST W/O	PO3-PO1
31 NSE		N32 WATCH OFFICER	LTJG-LT
32 NSE		N32A ASST W/O	PO3-PO1
33 NPMOC		METOC SUPPORT	PO1-CPO
34 NPMOC		METOC SUPPORT	PO3-PO1
35 NPMOC		METOC SUPPORT	PO3-PO1
36 NSE		N4 CMPF LOGISTICS	LT-LCDR
37 NSE		N4A LOG/MATERIAL ASST	PO1-SCPO
38 NSE		N4B LOG SUPPORT	PO1
39 NSE		N5 CMPF PLANS	LCDR/CDR
40 CPG-3	N01R2	CMPF RLO	CPO
41 CPG-3	N64A	N6 COMM OFFICER	LT/CAPT (USMC)*
42 CPG3	N64B1	N6A COMMS ASST	CPO/GYSGT
43 NSE		RADIO WATCH	PO1-CPO
44 NSE		RADIO WATCH	PO3-PO1
45 NSE		RADIO WATCH	PO3-PO1
46 NSE		RADIO WATCH	PO3-PO1
47 NSE		N8/SAFETY	LT/CPO

* Note: CPG-3 SLRP members = 6.

Enclosure (1)

CMPF Staff Organization



* GVD RCD IF N00M WITH CATF

NUMBERS

CPG3 = 18

NSE = 18

Other = 7

NPMOC = 3

CHINFO = 1

Total = 47

BILLET, DUTIES AND RESPONSIBILITIES

1. N00, Commander (CPG-3 N00).

a. Commander, Maritime Prepositioning Force, responsible for the conduct of MPF operations. Provides direct support to the Marine Air-Ground Task Force (MAGTF) Commander. Reports to the numbered fleet commander.

b. There are five phases to MPF operations; planning, marshaling, movement, arrival and assembly, and regeneration. There are specific responsibilities for each phase.

(1) Planning Phase. Prepare the MPF for deployment. Coordinate with the MAGTF commander for the early departure of the Survey, Liaison, Reconnaissance Party (SLRP) and the Off-load Preparation Party (OPP).

(2) Marshaling Phase. Coordinate the movement of the Maritime Prepositioning Ship Squadron (MPSRON).

(3) Movement. Co-responsible with the MAGTF commander for a well-planned and executed movement plan.

(4) Arrival and Assembly Phase. Responsible for the ship-to-shore movement of material to the high water mark. Ensures MPF off-load safety, efficiency and timelines are met.

(5) Regeneration Phase. Mutually support MAGTF and NSE in order to ensure equipment is serviced and staged properly in support of re-deployment.

2. N00A, Deputy Commander (N00A-1 N00).

a. Reports to the Commander. Acts as the Commander in his/her absence.

3. N01, Chief of Staff (NSE).

a. Reports to the Commander, and in his/her absence, the Deputy Commander, acts as the Deputy Commander. Responsible for the efficient operation of the CMPF staff.

b. Designates CBR-D Officer in writing.

4. Special Assistants.

a. N00J, Staff Judge Advocate, (CPG-3 N00J).

(1) Reports to the CMPF via the CMPF Chief of Staff on all legal matters.

(2) Liaisons with local authorities concerning all legal matters, including detention of military personnel by the host nation.

(3) Ensures compliance with Status of Forces Agreement(s).

(4) Serves as Foreign Claims Commission for payment of foreign claims.

(5) Serves as Rules of Engagement advisor.

(6) Serves as legal advisor for JAGMAN investigations.

(7) Provides legal advice to unit commanding officers as requested.

(8) Provides legal assistance to deployed service members.

b. N00P, Public Affairs Officer (CPG-3 N002P).

(1) Reports to the CMPF via the CMPF Chief of Staff on all public affairs matters.

(2) Coordinates VIP visits and Host Nation events of significant interest.

(3) Prepares Fleet Hometown News (FHN)/Press releases.

(4) Coordinates media visits

c. N01G, Chaplain (CPG-3 N01G).

(1) Reports to the CMPF via the CMPF Chief of Staff. The Chaplain must ensure pastoral coverage and appropriate worship resources for all personnel within Amphibious Group THREE and subordinate command communities.

In addition, the Chaplain shall keep the CMPF Staff informed on issues of morale, worship needs and pastoral concerns.

(2) Religious Ministries will be conducted through the CPG-3 Chaplain in coordination with other Chaplains present. This is accomplished through the following:

(a) Worship Services and Pastoral counseling will be accomplished by: 1. determining availability of Chaplains and lay readers in country, 2. coordinating scheduling for services, 3. establishing duty responsibilities for counseling and emergency needs, 4. assisting with Red Cross notifications, and 5. in cooperation with Medical, plan and carry out casualty evacuations and provide critical incident care as needed.

(b) The Chaplain will keep aware of CMPF schedules and concerns, and will keep the command aware of pastoral concerns by the following: 1. attending CMPF Staff meetings, and 2. interfacing with the Command Master Chief, Department Heads, subordinate Commanding Officers and the CMPF Commander as needed.

(c) Advise CMPF of Host Nation religious practice which could impact on day-to-day operations / exercises.

(3) Performs duties and responsibilities as CMPF CACO.

d. N00M, Medical Officer (CPG-3 N00M).

(1) Special assistant to the CMPF, reporting to the MPF Chief of Staff.

(2) Exercise technical supervision of subordinate medical personnel, provide medical advice to the Commander and subordinate commands.

(3) Provide direct medical care and consultation upon request of subordinate commands, monitor quality of patient care within group medical assets in accordance with current directives, arrange/provide emergency relief as required for medical personnel of the group.

(4) Monitor and ensure compliance of subordinate units with policy on medical readiness evaluation and environmental health surveys, arrange/provide emergency medical care.

(5) Provide direct medical care to CMPF staff during CMPF operations.

(6) Provide medical oversight to subordinate elements of overall CMPF organization.

(7) In concert with the Medical Planner, prepare the medical annex to the OPORD/OPLAN for MPF operations.

(8) Make medical decisions regarding disposition of personnel for follow on care in the AOR of the MPF mission.

(9) As a SLRP member assist with validation of Host Nation's medical facility capabilities and make assessments as to Host Nation capabilities compared to western standards.

e. N01M, Group Medical Planner (CPG-3 N01M).

(1) Responsible for Medical Planning reporting to the CMPF Group Medical Officer, with direct access when necessary to the CMPF Chief of Staff.

(2) In the absence of the CMPF Medical Officer, shall provide for medical support for the group and subordinate units.

(3) Exercise technical supervision of subordinate medical personnel in areas of medical planning, medical regulating, and overall medical administration.

(4) Provide advice to the CMPF and subordinate commands, monitor quality of patient care within group medical assets in accordance with current directives, arrange/provide emergency relief as required for medical personnel of the group.

(5) Monitor and ensure compliance of subordinate units with policy on medical readiness evaluations and environmental health surveys. Arrange/provide emergency care.

(6) Assist with validation of Host Nation's medical facility capabilities. Make assessments as to host nation capabilities compared to western standards.

(7) Provides for general medical care to CMPF staff prior to and during deployment.

(8) Coordinate and maintain medical supply block in preparation for CMPF deployment.

(9) Assist CMPF Group Medical Officer with clinical and administrative provision of care to CMPF personnel.

(10) Provide guidance to non-IDC Corpsmen throughout subordinate elements as required.

(11) Coordinate potable water testing with Preventive Medicine Technician (PMT) to ensure all encampments are tested appropriately.

(12) Respond to emergency situations with CMPF Group Medical Officer as required.

(13) Assist with coordination of casualty movement within the AOR and liaison with Host Nation's medical personnel.

(14) Additional support personnel to augment the Medical detachment include but are not limited to an Independent Duty Corpsmen (IDC) and PMT. These personnel will report to the CMPF Group Medical Officer/Group Medical Planner and will assist with the duties listed in para. 4.d. of this enclosure.

5. Staff Administration.

a. N1, Administration Officer CPG (N1).

(1) Reports to the CMPF via the CMPF Chief of Staff.

(2) Manages the daily administrative operations.

(3) Processes Staff No Fee passport/visa requirements.

(4) Collect daily muster report from command elements. A daily JPERSTAT report is submitted to Commander's Area of Responsibility.

(5) Provides disbursing advice to staff personnel. All service and pay records will remain with the servicing Personnel Support Detachment/parent command. Pay will be conducted by the parent command.

(6) Coordinates mail services.

(7) Assist in preparing outgoing messages.

(8) Coordinates with CMPF RLO for CMPF Staff augmentation and replacement.

(9) Assists Chaplain in CACO responsibilities.

(10) Receives and processes all CMPF awards submissions.

b. N1A, Administration Assistant (NSE).

(1) Reports to the Administrative Officer (N1).

(2) Prepares the Plan of the Day (POD).

(3) Assists in coordination and preparation of orders and travel documents for attached Reserve personnel.

6. Intelligence.

a. N2, Intelligence Officer (CPG-3 N21).

(1) The Intelligence Officer is directly responsible to Commander, Maritime pre-positioning Force with timely, tailored intelligence to include indications and warning, threat assessments, and support to force protection.

(2) Prepare Annex B and any necessary appendices well in advance of deployment. Ensure dissemination of the Annex B to subordinate commands. At a minimum, Appendix 1 (Priority Intelligence Requirements) and Appendix 3 (Counterintelligence) will be prepared.

(3) Act as CMPF security manager. Ensure access rosters are kept up to date and that all required measures are applied to the security of classified and sensitive material. Delegate tasks as appropriate to subordinate commands.

(4) Map, Chart and Geodesy: With the Assistance of N51A. Obtain appropriate charts and topographic map stocks to support MPF operations. Ensure that these products are available to the staff during planning and execution.

(5) Request outside intelligence support as required. This may include, but is not limited to counterintelligence/HUMINT support, Radio BN (SIGINT) support, or analyst support from a higher headquarters.

(6) During the deployment, provide the CMPF staff with updated intelligence to support all evolutions. Ensure that all sources are considered: organic, adjacent, theater, and national. Liaison with other adjacent units (e.g. Marine Expeditionary Brigade) in order to levy additional intelligence assets.

b. Naval Criminal Investigative Service (NCIS). The CMPF staff will be augmented with an Agent from NCIS. This agent may come from the San Diego Field Office or may be assigned from the field office in the area of operations. The NCIS Agent is an integral link between the CMPF N2 and the in-theater Counterintelligence/HUMINT assets, the American Embassy or Consulate, as well as host nation intelligence and police services.

c. (N2A) Assistant Intelligence Officer (CPG-3 IS).

(1) Reports directly to the CMPF N2 and takes responsibility for organic and non-organic collection efforts, briefing/de-briefing and training of subordinate units, as well as other duties as assigned by the N2.

(2) Depending on the size of the operation, the manning of the CMPF N2 shop can vary. Most evolutions will require 24-hour operations. It will be necessary to have intelligence personnel prepared to support 24 hours. A recommended manning model is two intelligence officers (03-04) and 2 enlisted intelligence specialists (E4-E8, preferably at least one E7-E8). This allows for 24-hour

operations without fatigue to personnel. If possible, it is encouraged to incorporate intelligence personnel from subordinate commands into the N2. This avoids duplication of effort and allows the N2 to give a more tailored intelligence response to subordinate commands.

(3) N2B and N2C report to the N2 officer.

7. Operations.

a. N3 CMPF, Operations Officer, (CPG-3 N5).

(1) Directs the Operations Department as the CMPF ACOS in charge of Current Operations/Plans (N3/N5). All staff and departments are responsible to this department for matters pertaining to contingency (both deliberate and crisis action) planning. Specific duties include:

(a) Lead the staff deliberate planning effort for all contingency/exercise planning employing Maritime Prepositioning Force (MPF) assets.

(b) Coordinate the staff in the efforts for emerging contingency operations.

(c) Supervise and maintain a complete and up-to-date library of OPORDERS, CONPLANS, OPLANS, and TPFDDs for operations employing Pacific Fleet amphibious or MPF forces.

(d) Staff proponent for MPF planning. Duties include: 1. Proponent for MPF doctrine development on behalf of COMCPACFLT and COMUSNAVCENT, and 2. Provide input to COMBATANT COMMANDER planners concerning MPF operations during contingency plan development.

(e) Represent the Commander at various contingency-planning conferences.

(f) Participate in command inspections of subordinate commands.

(g) Conduct biannual review of all MPF OPLANS and pertinent OPORDS.

(h) Maintain necessary files/documents to support contingency planning.

(i) Coordinates the preparation of general war and contingency plans.

(j) Coordinates basic planning matters and approved policy-affecting plans with other commands.

(k) Makes recommendations concerning operations based upon a continuous study of the situation as affected by possible future changes, conditions, and capabilities of the enemy.

(l) Reviews post exercise reports taking appropriate action on recommendations and lessons learned for improvement of COMPHIBGRU THREE MPF plans and operating procedures.

(m) Ensures CMPF N3/N5 has requested METOC support. Coordinate and review Annex N (METOC)

(2) Establishes and maintains liaison with appropriate Naval Support Elements (NSE), Exercise or Operation Planning agencies, and supported/supporting commands for the planning and execution of MPF exercises and operations.

(a) Establishes and maintains applicable MPF plans database.

(b) Coordinates with appropriate agencies, NSE, and supported/supporting commands for the development and maintenance of Time Phased Force Deployment Data (TPFDD) relative to MPF exercises and operations.

(c) Maintains NWP, Joint Pubs, and other directives applicable to the conduct of MPF operations.

(d) When directed, represents CPG-3 as CMPF at exercise/operations planning conferences.

(e) Supervises the Plans officer (N5) in all matters pertaining to MPF Planning and execution.

b. N3A, Assistant Operations Planning Officer/Watch Officer (CPG-3 N51).

(1) Reports to the CMPF STAFF Operations Officer.

(2) Performs the duties of Operations Officer in the absence of the N3.

(3) Senior Watch Officer.

(4) Coordinates with CBR-D Officer and FSO (AT/FP).

(5) Collects and submits all CBR-D reports.

c. N3B, Operations Chief Petty Officer, Strategic Mobility Officer, (CPG-3 N51A).

(1) Reports to the CMPF STAFF Operations officer.

(2) Liaisons with Unit Movement Coordination Centers (UMCC's) and Force Movement Coordination Centers (FMCC's) to ensure the movement of CMPF staff and Naval Support Element (NSE) personnel are efficiently moved to and from the theater of operations. Provides manifest data.

(3) Coordinates all requisite training and readiness of all CMPF staff personnel.

(4) Develops and maintains CMPF personnel rosters which include all CPG-3 and NSE personnel identified to support exercises and contingencies.

(5) Coordinates following training for all CMPF personnel: 1. Small Arms training and qualification, 2. Chemical Biological, Radiological Defense (CBR-D), and 3. CMPF staff training courses.

(6) Assist the CMPF Operations Officer with the coordination. Development and maintenance of the CMPF Time Phased Force Deployment Database (TFPDD).

(7) Tracks the deployment / redeployment of all CMPF personnel and cargo, and work closely with the Reserve Liaison Officer (RLO) to ensure timely Reverse Augmentation to CMPF STAFF.

- d. N31/A, Watch Officer (CPG-3, NSE).
 - (1) Reports to the CMPF STAFF SWO.
- e. N32/A, Assistant Watch Officer (CPG-3, NSE).
 - (1) Reports to the SWO via the Watch Officer.
- f. Meteorological Support Officer (NPMOF).
 - (1) Reports to the CMPF operations officer
 - (2) Provides meteorological data to CMPF staff.
 - (3) Conducts meteorological daily briefing, provides significant weather reports to CMPF staff when required.
 - (4) Reports to the SWO.
- g. Meteorological Support Assistant (NPMOF).
 - (1) Reports to METOC Officer
- 8. Logistics.
 - a. N4, Logistics Officer /Contracting Officer (NSE).
 - (1) Reports to the CMPF Chief of Staff.
 - (2) Responsible for CMPF logistical support and materiel.
 - (3) Retain contracting authority and ensures availability of CMPF Class I thru X.
 - (4) Performs duties as CMPF MATCONOFF.
 - (5) Assist CMPF N3 and N5 with MPF logistical planning for all phases of MPF operations.
 - b. N4A Assistant Logistics Officer (NSE).
 - (1) Reports to N4.
 - c. N4B, Material Assistant (NSE).

(1) Reports to N4.

9. Plans.

a. N5, Plans Future Operations Officer (NBG-1).

(1) Reports to CMPF STAFF N3.

(2) Acts as CMPF representative for all matters pertaining to MPF operations.

(3) Responsible for all MPF development, planning and execution.

(4) Designate Naval Support Elements required for offload operations/reconstitution.

(5) Oversees the development of the CMPF OPLAN.

(6) Reviews NSE plans for conduct of MPF operations.

(7) Coordinates offload requirements with Marine Corps units.

(8) Promulgates and submits for approval the TPFDD of all units supporting MPF operations.

(9) Reviews SLRP checklists for completeness.

b. CMPF RESERVE LIASON OFFICER (RLO)

(1) Reports to CMPF N5.

(2) Coordinates Reserve augments to CMPF.

(3) Oversees the TPFDD and administrative requirements for augment and replacement of all CMPF Ready Reserves.

(4) Assists N1 with coordination and preparation of orders and travel documentation for attached Reserve personnel.

10. Communications.

a. N6, Communications Officer (CPG-3 N64A).

(1) The Communications Officer has overall responsibility for all internal and external communications such as wire and wireless communications (Phones, SIPRNET, NIPRNET) including SINCGAR radios for boat operations and security all camps.

(2) Member of the SLRP, responsible for an initial communications survey of the host country. This survey includes arranging for cellular phones and regular landline phones. He/she also assists the other SLRP members in selecting the best location for CMPF main camp related to the best locations for the various communications equipment (SHF/UHF/VHF). Most require wide-open areas without any obstructions to inhibit line-of-sight communications.

(3) The Communications Officer is also responsible for overseeing the drafting of the communications portion of the CMPF OPORDER.

b. N6A, Communications CMPF Assistant (CPG-3 N64B1).

(1) The Communications Assistant is responsible for the management of all administrative functions along with ensuring all of the operational commitments are met. Including the OPTASK communications message, which includes the assigning of circuit names, frequencies, both primary and alternate for the various circuits ashore and afloat.

(2) Supervises the subordinate commands and their resources ensuring that all of the required equipment for MPF operation is available, maintained and ready for shipment to the host country.

(3) Frequency manager for MPF operations, this includes the drafting and procuring of radio frequencies and their assignment.

(4) Manages the Task Force promulgation and assignment of task groups and task units for all commands and or organizations involved in the MPF operations.

(5) Coordinates with the command center watch to ensure that incoming/outgoing message traffic is processed in a timely manner.

(6) Ensures proper utilization of the assigned staff and augmentation personnel to ensure that watch hours and responsibilities are properly setup.

(7) Assists the Communications Officer in accomplishing all of his assigned responsibilities.

c. N6B/C/D/E, Radio Watch (NSE).

(1) Radio watchstanders, are responsible for ensuring that all incoming and outgoing message traffic is processed in a flawless and timely manner.

(2) Responsible for assisting any users in the processing of incoming/outgoing email via SIPRNET and NIPRNET.

11. SAFETY

a. N8, Safety Officer (NSE).

(1) Reports to the CMPF Chief Of Staff.

(2) Responsible for all matters concerning the safe operation of CMPF Staff and assigned NSEs IAW OPNAVINST 5100.19D.

(3) Responsible for submitting all Mishap Reports, retains all Safety bulletins, and conducts all Mishap investigations IAW OPNAVINST 5100.19D.

SURVEY, LIASON, RECONNAISSANCE PARTY (SLRP) CHECKLIST

The SLRP is flown to the designated offload site approximately 8 days prior to the arrival of the main body or MPSRON. When the advance party of the Naval Support Element NSE arrives 4 days later, the SLRP team becomes the CMPF staff Advance Party. The SLRP conducts surveys of the arrival and assembly area (AAA) and liaisons with appropriate organizations (U.S. and Host Nation). Results of the analysis are sent to MAGTF, NSE, and MPSRON commanders to allow them to modify plans, restructure, and tailor the main body prior to deployment or arrival.

The Senior Officer assigned to the SLRP will oversee the collection and distribution of the information and make recommendations for deployment of the main body to the CMPF via appropriate communication channels. The Senior CPG-3 officer will ensure appropriate SLRP personnel are assigned to complete applicable portions of the checklist. In an area where host nation support is poor or nonexistent, the SLRP identifies which HNS items the MPF must provide, either organically or from resources outside the objective area (i.e., MPF may need to provide it's own tugs, pilots, navigation aids). The following checklist provides a series of questions which the SLRP must ascertain prior to the deployment of the main body. The checklist is broken down by general areas of responsibility i.e., Logistics, Administration, etc.

1. Operations.

a. Where is the specific location of the operation/exercise area?

b. What specific area will be used for arrival and assembly?

c. Where is the specific location of the bed down site?

d. Determine all special equipment/uniform requirements for exercise/operation.

e. Determine facilities, structures, etc for possible use.

(1) Will the port schedule allow a ship pier side on dates (TBD) of exercise?

(2) What is the procedure for scheduling ship movement?

(3) What is the availability of harbor pilots?

Enclosure (4)

- (4) What is the availability of harbor tugs
- f. What is the availability of harbor line handlers?
 - g. What is the weight-bearing limit of the pier?
 - h. Are there sensitive areas in the port restricted to U.S. personnel?
 - i. What is the forklift, crane, and container handling equipment availability in the port?
 - j. What Fire Fighting/emergency vehicles/equipment are available?
 - k. What are the procedures for trash/waste/bilge disposal?
 - l. Are sewage disposal hook-ups available?
 - m. Are there prohibitions to offloading military ships by military personnel?
 - n. What is the per-day cost of the deep-water berth(s)?
 - o. What anchorages would be available for MPS ships when piers are not available?
 - p. What water-taxi service or ramp loading/unloading area will be available?
 - q. Is there a facility at the port suitable for billeting?
 - s. Are these facilities air-conditioned?
 - t. Are there covered vehicle working bay areas at the port facility?
 - u. Is there hardstand (paved areas) available at the port for staging of off-loaded vehicles (250,000 square feet)? What is the areas maximum rated Ground Pressure-Per-Square-Inch) GPSI weight policy?
 - v. Is there a wash down site with fresh water available at the port facility?

w. Is there a facility at the port suitable for temporary ammunition storage? Will an ESQD waiver be required to moor/anchor the MPF ship(s)?

x. Is electric power available for use at the port facility? If so, what is the voltage and hertz/cycle available?

y. Can the pier support heavy equipment - M1A1 tank (70 tons)?

z. Are there any restrictions on discharge of foam fire fighting equipment?

(1) Will our exercise impact on or be impacted by a national/religious holiday?

(2) Is there a beach in the training area suitable for landing craft operations (LCM and/or barge ferry)? LCAC operations?

(3) Are there restrictions on establishing water storage sites, including building protective berms, leveling a pad for a pump or installing a culvert under a road?

(4) Obtain all maps and photographs of AAA and operational/training areas.

(5) Obtain charts showing host nation service members rank structures.

(6) Determine environmental restrictions within AAA that may impact the operation/exercise.

(7) Description of anchorage area including:

(8) Location relative to the beach landing area.

(9) Depth of water and bottom type.

(10) Weather conditions (present and forecasted).

(11) Identify a designated safe haven for lighterage.

(12) Obtain tidal charts.

(13) Obtain channel information.

(14) Obtain length and width of piers.

(15) Determine depth of water alongside and in approaches to the pier(s).

(16) Obtain beach gradients.

(17) Obtain location(s) of protected areas or other environmental hazards

(18) Identify hazards to navigation and any required temporary navigational aids that may need to be put in place prior to starting operations.

(19) Identify designated ports and beaches.

(20) Identify off-limit areas.

(21) Develop plans to organize and mark the AAA to include areas for the SLRP.

(22) Determine rules of the road (entering and exiting ports).

(23) Determine road infrastructure if travel req. outside AAA/separate camps. Acquire commercial road maps if available.

(24) Is there a requirement for US liaison teams to be integrated with Host Nation staffs? If so, what are the desired skills and competencies the Host Nation Armed Forces request of these liaison teams?

(25) Availability of nearby helo pad for MEDEVAC/DUSTOFF?

2. MAGTF Operation accomplishments will consist of the following.

- a. Identify area to be used for arrival and assembly.
- b. Identify operation/exercise area.
- c. Identify joint/combined operation/training requirements for U.S. and allied forces.
- d. Identify all range requirements.
- e. Determine all special equipment/uniform requirements for exercise/operation.

f. Identify training restrictions for weapons/ammunition, tracked vehicles.

g. Obtain all maps and photographs of AAA and operational/training areas.

h. Determine supporting CINC deployment order requirements.

i. Obtain copies of OPLANS the MAGTF may support.

j. Determine NBC threat.

k. Determine OPORD/OPPLAN requirements of the supporting CINC.

l. Determine translator/linguist requirements.

m. Obtain charts showing HN service members rank structure.

n. Identify procedures for local EOD support.

o. Determine environmental restrictions within AAA that may affect the operation/exercise.

p. Determine environmental considerations/concerns for troop commanders.

3. Force Security.

a. Will U.S. forces be allowed to create U.S. Exclusionary Zones at the port, airfield and campsite for internal Force Protection precautions?

b. Will the Host Nation forces or contracting service assist with force protection? If so, to what extent?

c. What are the security augmentation requirements at the bed down airfield?

d. Define the Host Nation security Rules of Engagement (ROE) for U.S. forces?

e. Define the procedures and requirements for convoy escort? Will host nation civilian/military escort be available?

f. Define any restrictions on security personnel carrying weapons and live ammunition?

g. Are there any specific security considerations for General and Flag officers?

h. What is the local law enforcement interaction in the port area?

i. What specific law enforcement concerns does the Host Nation want stressed to U.S. personnel?

j. What civilian police, port security, military ground forces, internal security, and other security elements will be available to support the operation? What capabilities can they provide?

k. What procedures are used for Maritime Defense within coastal waters?

l. What are the existing procedures for port security/harbor defense?

m. Will HN vessels be available for combined escort ops during MPF ship transit?

n. What Chemical, Biological, And Radiological Defense (CBR-D) capabilities do the host nation and or other local military forces possess?

o. Identify locations for storage and assembly of Chemical Protective Shelters (CPS) and other CBR-D gear.

p. Where is the geographic dividing line between the area of responsibility of the Landward Security Force and Seaward Security Force? What are the different areas of responsibility between these two organizations and how are conflicts resolved (by which agency)?

q. Identify security requirements for the SLRP, OPP and Advance Party in the AAA.

r. Determine who will provide security in the AAA (HN/U.S.).

s. Identify points of contact for security.

t. Identify security forces ROE to include air defense and methods to disseminate ROE to all personnel.

u. Identify HN security procedures within the AAA and the exercise/operation areas.

v. Determine U.S. Personnel's mobility within the entire AOR.

w. Determine security considerations for flag officers.

x. Determine requirements for HN contracted worker ID cards.

y. Identify and report primary/alternate locations for HAWK/LAAD units.

z. Develop a law enforcement concept.

aa. Develop special requirements due to HN customs/values and merge into enforcement.

bb. Determine customs procedures for arrival and departure.

cc. Identify POC and location of local police, security and military agencies.

3. Logistics.

a. Are there restrictions on convoy movement?

b. Are there time restrictions when movement is by commercial vehicle?

c. Are there specific convoy routes?

(1) Are there rest stops?

(2) Are there designated refueling locations?

(3) What are the road conditions/speed limitations?

d. Is there a requirement for an international driver license to operate tactical vehicles /rental vehicles?

e. Estimated transit times (including those required for movement of watch reliefs to remote operating sites).

f. What are the procedures to be followed in the event of a vehicular accident?

g. Will the Host Nation provide any logistical assistance?

h. What is the availability of fresh water for vehicle wash down?

(1) At the port facility?

(2) At air facilities?

(3) At the camp?

i. What is the availability of the following services to be contracted? What are the procedures for contracting?

(1) Meals

(2) Water (bottled and bulk)

(3) Transportation (rental vehicles, buses, heavy equipment transportation)

(4) Tentage / billeting

(5) Office equipment / office space

(6) Lumber

(7) Laundry services

(8) Portable toilets

(9) Shower facilities

(10) Disposal of hazardous material

(11) Petroleum, oil and lubrication (POL) packaged and bulk

(12) Electrical power

(13) potable block ice

j. Transportation

(1) SLRP/Advance Party transportation requirement.

(2) Convoy routes/escort requirements (U.S. and HN)

(3) HN transportation to move troops from arrival
airfield to UAAs within AAA

(4) All available information concerning MSRs to
include:

(a) Speed limits

(b) Rest stops

(c) Refueling points

(d) Remaining overnight (RON) locations

(e) Road conditions

(f) Road limitations, constraints and
restrictions

(g) Requirements for special permits (i.e.
international licenses)

(h) SOFA rules governing U.S. forces in case of
accident

(i) Vehicle support for VIPs

(j) Washdown points/USDA requirements

(k) Passenger, vehicle and cargo processing
areas

(l) HN wrecker support

(m) HN fire truck support

(n) Bus and shuttle route requirements

(o) Source and rules concerning rental vehicles

(p) Source and rules for use of HN railroads

(q) Locations and other restrictive features of bridges/underpasses/tunnels

k. Determine availability of support for supply systems.

(1) Sources, procedures and stocks available through the nearest U.S. military base.

(2) Procedures /authority for the purchase of all classes of supply from HN.

(3) Storage areas (covered/uncovered) for supply personnel's use.

(4) Determine facilities capabilities to support supply functions.

(5) Local commercial providers of key spare part/supply items.

4. The comptroller or designated representative is responsible for the following.

a. Contract information to include:

(1) Determining all known contracting requirements

(2) Establishing funding procedures

(3) Identifying primary agent for finances

(4) Determining source for contracting agent

b. Criteria for contracts include:

(1) Cost

(2) Purpose

(3) Contractors involved

(4) Contracting Officer's Technical Representative (COTR) assignments

c. Areas that may require contracts:

Enclosure (4)

- (1) POL
- (2) Water/ice/dry ice
- (3) Electricity (Mobile Emergency Power (MEP) backup, commercial and hook up prices)
- (4) Billeting (officer, enlisted, VIP, male/female)
- (5) Industrial services (trash, laundry, and portable heads/sewage disposal)
- (6) Engineer services (prep of land, ditching, and stump removal)
- (7) Messing/dinning/catering services
- (8) Land/facility rental
- (9) Vehicle and other equipment rental
- (10) Vehicle maintenance support
- (11) Wrecker support
- (12) HN Security personnel
- (13) Printing services (copiers/road maps)

d. Determine anticipated costs.

- (1) Identify support requiring HNSA.
- (2) Identify support requiring other than HNSA.
- (3) In conjunction with higher HQ, negotiate HNSAs.
- (4) Establish methods for handling funds.
- (5) Identify agent(s), which have authority to certify availability of funds.
- (6) Indicate local purchase requirements.
- (7) Determine if local transactions will be cash or charge.
- (8) Estimate and obtain impress funds.

(9) Identify source and procedures for fund conversion.

(10) Identify contracting procedures.

(11) Establish procedures for MAGTF contracting agent to write contracts during initial deployment of the main body.

(12) Determine HN reimbursement requirements.

5. Communications.

a. Determine frequency requirements

b. Determine available frequencies

c. Are there radio frequency restrictions?

d. Identify requirements to establish communications link between the AAA and the U.S. Embassy.

e. Determine if climate or average propagation conditions of the AAA may adversely affect communications.

f. Determine location of closest classified material disposal facility (shredding facility).

g. Cryptographic information:

(1) Cryptographic account number and mailing address.

(2) Distribution procedures for cryptographic material.

h. Non-tactical radios available:

(1) Non-tactical radio systems in use

(2) Frequency and power/range

(3) Frequencies available

i. Department of Defense (DOD) communications agencies:

(1) MARS

(2) Describe local facility

(3) Determine accessibility

(4) Location of facility and name of point of contact

j. Defense Switchboard Network (DSN)/Automatic Digital Network (AUTODIN).

(1) Availability on base

(2) Circuits available

(3) Alternate routing capability

(4) Teletype equipment for duplex pony circuit

k. Determine communications requirements to support training areas.

l. Determine tactical communications requirements to support:

(1) MEDEVAC operations

(2) Local security within the AAA

(3) HN/allied liaison parties

m. What are the procedures to request commercial phone lines with access to the host nation phone system and access to the international phone connectivity (US)?

(1) What is the cost of installing commercial lines?

(2) What is the cost of obtaining international access?

(3) What is the time requirement in requesting host nation access?

(4) What is the availability of cellular telephone rental?

(5) What is the procedure for renting cellular phones?

(6) What is the cost of cellular phone rental/usage?

Enclosure (4)

n. What are the physical connections/connectors on host nation phones and wall outlets for Host Nation phones? Are the existing physical connections compatible with US STU III-type phones?

o. What is the procedure/time requirement to obtain frequencies?

p. Who is the point of contact and what is the procedure for requesting radio frequencies?

q. Are there requirements for Host Nation Military liaison communication teams?

r. What is the degree of compatibility between Host Nation tactical radios and U.S.?

6. Medical. Only a qualified plans, operations, medical intelligence officer, environmental health officer, or Preventive Medicine Technician (PMT) will be assigned to the SLRP.

a. What are the capabilities and location of the local medical facilities?

(1) Access to decompression chamber?

(2) Capabilities to support mass casualty care?

b. What are the procedures to access local medical facilities?

c. What are the local MEDEVAC capabilities?

(1) Host nation military air / ground.

(2) Time/day/date restrictions.

d. Are there guidelines for the medical treatment of females?

e. What are the immunization requirements?

f. Does the HN request any MEDCAP projects?

g. What CBR-D medicinals or antidotes are necessary?
Where will they be stored?

h. Evaluate the capabilities of the nearest medical facilities and support services. Evaluation criteria should include, but not be limited to:

- (1) Location
- (2) Distance from AAA
- (3) Inpatient capacity
- (4) Number of HN physicians assigned to or on staff
- (5) Number of nurses and ancillary personnel
- (6) Types and numbers of medical specialties available
- (7) Outpatient care capabilities
- (8) X-ray capabilities including scope and range
- (9) Laboratory services available
- (10) Dental facilities available
- (11) Number of dentists, hygienists and dental techs
available
- (12) Dental lab/X-ray services available including
range and scope
- (13) Number of dental surgeons available and status of
equipment
- (14) Food service facilities within the hospitals and
their source of food supplies
- (15) Sources for water, fuel and storage facilities
including electrical power
- (16) Methods of disposal for all types of waste
including bio-hazardous waste

i. Locate and evaluate local sources of medical supplies,
to include time line for request to delivery of supplies.

j. Determine the number of ambulances available to include type, condition, and maintenance support required and type(s) of fuel used.

k. Number of qualified ambulance drivers and EMTs available.

l. Determine if MEDEVAC is available and location(s) of LZ(s) in relation to medical facilities.

m. Identify general medical information that may effect the general health of the MAGTF, including but not limited to:

(1) Topography

(2) Climate

(3) Insects prevalent

(4) Rodents prevalent

(5) Poisonous reptiles (land and water)

(6) Communicable diseases in the AOR, including history of disease prevalent in the area.

(7) Domestic/wild animals prevalent, including veterinary assistance

(8) Special requirements

n. Evaluate the following socioeconomic features of the local population and how they may affect the general health of the MAGTF:

(1) Living conditions

(2) Customs and religion(s)

(3) Addictions

o. Determine effectiveness of procedures employed to control insects and rodents.

1. Administration.

- a. What are uniform/civilian dress requirements for the Navy on/off base, during cultural tours, and when personnel are traveling under separate orders?
- b. Determine emergency leave and pay procedures.
- c. What is the requirement for in-country identification cards?
- d. What is the passport/visa requirement for individuals and groups?
- e. Are there any recreational facilities and cultural tours available for personnel?
- f. What is the mailing address/procedures for sending and receiving mail?
- g. What are the procedures for local Red Cross support and services?
- h. What is the plan for providing general and personnel administrative support?
- i. What diplomatic pouch/secure communication services are available through the local U.S. embassy?
- j. Are personnel within the operating area entitled to any special pay or free mail?
- k. Recommended liberty policy and off-limits areas.

8. Public Affairs.

- a. Determine embassy/consul, point of contact for public affairs.
- b. Determine operation/exercise public affairs officer (PAO).
- c. Determine point of contact for HN public affairs.
- d. What is U.S. and foreign interest in exercise/operations?
- e. What is media interest in the operation/exercise area?

f. Determine general policy of the HN towards the press corps.

g. Determine whether the HN has any objections to the presence of military photographers taking still or motion pictures.

h. What facilities are available for processing and printing photos?

i. Approximate size of press corps/pool.

j. Press Corps logistics requirements.

k. HN press corps/media concerns.

l. USMC/USN responsibilities for HN requirements applicable to media.

m. MAGTF responsibility to establish a press center.

n. Press identification tags.

o. U.S. Embassy's press policies.

p. Embassy/press attaché plans for involvement.

q. MSE PAO responsibilities established.

r. Photo restrictions from HN for both still and video.

s. Photo processing facilities.

t. Satellite transmission facilities.

u. Communication support for the press corps.

v. Off base billeting for press corps.

w. Procedures for obtaining Stars and Stripes (one per five service members).

x. Hometown news release procedures.

y. Courier service availability to press corps.

9. Environmental.

- a. What are the hazardous material (i.e. motor oil, solvents, batteries, medical waste) disposal requirements?
- b. Are there sanitation restrictions in the port, camp, airfield areas? Are portable toilets required?
- c. Are there endangered or sensitive plants and animals in the port and training area?
- d. In the event of an inadvertent hazardous material spill are there established guidelines to follow?
- e. Are there cultural (archeological or religious) or environmentally restricted areas within the port/camp or training areas?

10. Legal.

- a. Staff Judge advocate (SJA) or Legal Officers will:

- (1) Determine applicable Rules of Engagement.
- (2) Determine Status of Forces Agreements (SOFAs) and obtain copies of SOFAs, MOUs, or other applicable agreements between Host Nation and U.S.
- (3) Identify particular Host Nation laws and customs, which may have serious consequences to service members if violated.
- (4) Determine procedures to obtain custody of service members arrested and/or incarcerated by Host Nation law enforcement.
- (5) Determine procedures for claims brought against the U.S. Government.
- (6) Ensure pre-deployment readiness of CMPF staff in areas of wills, powers of attorney, etc.
- (7) Review Support Agreements and contracts established between CMPF and Host Nation.

11. Intelligence.

a. Intelligence, counterintelligence or security personnel will accomplish the following:

(1) Determine points of contact with HN and U.S. Security officials.

(2) Determine maps, charts, geodetic (MC&G) and aerial photo product requirements.

(3) Obtain terrain analysis of AAA.

(4) Gather meteorological/astronomical data for analysis.

(5) Determine location of all U.S. Federal agencies in the AAA.

(6) Identify local intelligence agencies available to support MAGTF.

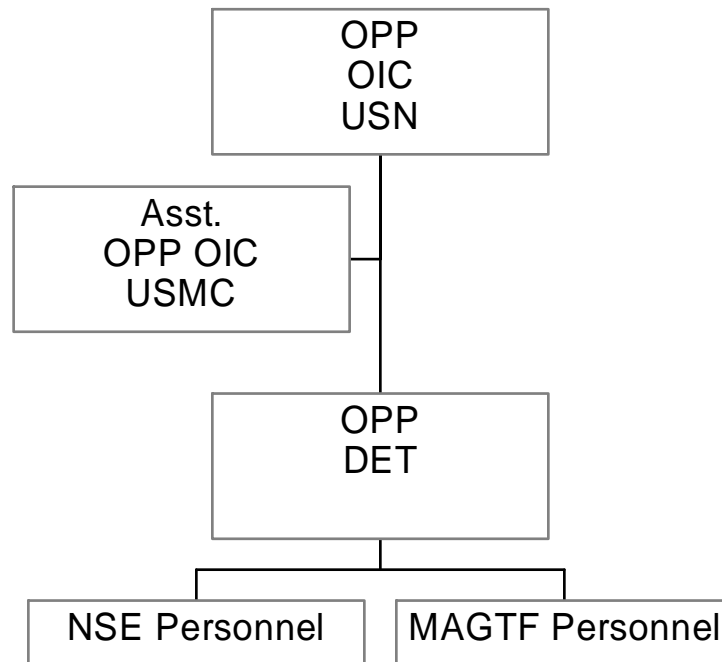
(7) Develop narrative summary concerning threat assessment.

OFF-LOAD PREPARATION PARTY (OPP)

The Off-Load Preparation Party (OPP) is tasked with the preparation of the equipment onboard the Maritime Prepositioning Ships (MPS) for debarkation at the Arrival and Assembly Area (AAA). The OPP is a temporary task organization of Navy and Marine Corps maintenance, embarkation and equipment operators from all Marine Air-Ground Task Force (MAGTF) elements and the Navy Support Element (NSE). The OPP is transported to the ships prior to movement, during transit or when they arrive at the AAA. Ideally, the OPP should deploy to join the MPSs at least 72 hours prior to AAA closure or 96 hours prior to O-Day. If not feasible, the OPP should be positioned in the AAA and board the MPSs as soon as possible.

1. Organization of the OPP

OPP Organization



- a. A Navy officer designated by the Commander, Navy Support Element (CNSE) is the OPP Officer in Charge (OIC).
 - i. The OIC is responsible for overall equipment preparation efforts for the entire MPS Squadron (MPSRON).

- ii. The OIC will have an assistant, the senior Marine officer of the Marine OPP contingent.
 - (1) Oversees work requirements
 - (2) Coordinates support
 - (3) Prioritizes efforts as necessary
 - (4) Realigns personnel to perform specific functions as necessary.
 - b. Each individual MPS has an OPP detachment composed of two elements.
 - i. NSE - Lighterage and equipment operators, and ship's crane operators.
 - ii. MAGTF - Embarkation and maintenance personnel and equipment operators.
 - c. The senior officer of the OPP DET can be either Navy or Marine (Warrant Officer) and is called the OPP DET OIC.
2. OPP Tasks
- a. Preparing the ships off-load systems
 - i. Ship cranes and winches.
 - ii. Lighterage.
 - iii. Slings, container handlers, etc.
 - iv. Fuel and water discharge systems.
 - b. Depreservation and preparation of embarked equipment.
 - i. Normal "Before Operating Services" listed in equipment Technical Manuals.
 - ii. Fueling.
 - iii. Identification of defects.
 - iv. Limited organizational maintenance.
3. OPP Priorities for equipment preparation
- a. Ship cargo handling systems.
 - b. Lighterage.
 - c. NSE equipment for in-stream and beach off-load.
 - d. Material Handling Equipment (MHE) required to support off-load.
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SAMPLE CMPF OPERATIONAL ORDER TEMPLATE

CMPF OPORDER

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(b) NWP 22-10 (FMFM 1-5) MPF Operations
(c) OPNAVINST 3100.6G Special Incident Reporting
(d) CINCUSNAVEUR/CINCLANTFLT/CINCPACFLT INST 3100.7
Special Incident Reporting (OPREP 3/UNIT SITREP)
(e) CINUSNAVCENT/COMFIFTHFLT OPORD 1000-01

1. PURPOSE. To promulgate standard formats for message and voice reporting for Maritime Prepositioning Force contingency operations.

2. Required Reports.

a. Daily SITREP Message/Voice Reports. Submit daily message inputs to CTF 51 no later than 1200 local. Period of report should cover 0800 - 0759. Daily SITREP format provided in Tab A to this appendix.

b. Daily Briefing Format. Daily briefs must be turned in to CMPF N2 no later than 0600 daily in MS PowerPoint® 98 or higher. Briefs will concentrate on updating specific daily operations and problems/issues requiring attention. Briefing sequence will be as follows:

WX
N2
N1
N4
N5
N6 (as required)
Medical (as required)
Chaplain (as required)
JAG (as required)
PAO (as required)
LNO/HN (as required)
Force Protection (FSO)/CBR-D O (as required)
NSE
MAGTF/LFSP
MPSRON
N3
COS
CMPF

Format for daily PowerPoint® brief is in Tab B to this appendix.

c. Lessons Learned/After Action Reports. Submit reports COMPHIBGRU THREE N3/N5 when directed via Navy Instructional Input Program (NIIP) or Joint Universal Lessons Learned System (JULLS) Formatted Message.

d. Special Incident Reporting. Incidents meeting the criteria for OPREP 3/Unit SITREP reporting will be reported in accordance with references (c), (d) and (e). Voice reports will be made to appropriate CINC. Individual Units will be responsible to report incidents within their command. Format for reports is enclosed in Tabs C and D.

e. Joint Personnel Status Report (JPERSTAT). The JPERSTAT will be the primary means of reporting the personnel situation of CMPF components. When directed, JPERSTAT will be reported in the format provided in Tab E to this appendix.

f. VIP Briefings. VIP visits will normally include a Capabilities Brief by each element. Briefs should be tailored to the VIP in attendance. Specific attention should be given to the classification based on the security clearance the VIP holds. Concentrate on individual element capabilities and unit progress in the exercise without overwhelming the VIP with details. Generally, VIP briefing sequence will be as follows:

- (1) CMPF Opening Remarks
- (2) Daily Briefing Sequence
- (3) CMPF Closing Remarks

g. CMPF Watch Officers and the Watch Officers of all subordinate commanders shall indicate by initialing the Night Order Book that they have read and understand the contents of the Commander's Night Orders. The Commander's Night Order Book shall be shown to and signed by the Chief of Staff, Commander, Naval Support Element and other officers the Commanding Officer may designate. Format for the Night Orders are provided in Tab F.

Tabs:

- A - Daily SITREP Report
- B - Daily Briefing Format
- C - OPREP 3 Format
- D - Unit SITREP Format
- E - JPERSTAT Report
- F - Night Orders Format

TAB A TO APPENDIX 1 TO ANNEX R TO CMPF OPORDER
DAILY SITREP REPORT

FM

TO COMUSKOREA SEOUL KOR//J3/J4// (or COMUSCENTCOM as appropriate)

CTF 71//N3/N4/N5// (AS APPROPRIATE)

INFO COMPHIBGRU THREE//FWD//

BT

C O N F I D E N T I A L //NXXXXX//

EXER//

MSGID/GENADMIN/"UNIT NAME"

SUBJ/DAILY SITREP FEEDER #___//

POC//

RMKS/

1.Contents:

Personnel Status (total nr present)-

USN OFF/ENLISTED (M/F)

USMC OFF/ENLISTED (M/F)

USA OFF/ENLISTED (M/F)

MSC EMPLOYEES (M/F)

Other personnel (M/F)

Remarks citing changes fm previous report

2. THREATCON/MOPP Level

3. Significant evts/operations conducted previous 24 hours.

4. Planned ops next 48 hours.

5. Logistic concerns.

6. Readiness Posture

7. Cmdrs rmks.

* CNSE include offload status by ship in daily sitrep (para. 6, Cmdrs rmks).

(a) Container status by ship:

total aboard/total ashore

total offloaded/onloaded previous 24 hours

total offloaded/onloaded to date

(b) Principal End Items (PEI) status by ship:

total aboard/total ashore

total offloaded/onloaded previous 24 hours

total offloaded/onloaded to date

TAB B TO APPENDIX 1 TO ANNEX R TO CMPF OPORDER
DAILY BRIEFING FORMAT

1. PURPOSE. To provide topics for cognizant personnel to include in the daily CMPF brief.

2. EXECUTION.

- a. METOC
- b. N2
 - Area of Interest Intelligence
 - Theater/Regional Intelligence
 - Force Protection Intelligence
- c. N1
 - Manpower Report
 - Personnel Status
- d. N4
 - MPS Ship Material Issues
- e. N5 Future OPS
 - Future OPS
 - Liaison Issues (HNQ, Adjacent, Subordinate)
- f. N6
 - Circuit Status
- g. Medical
 - Sick call
 - SIQ
 - Hospitalized
 - Threat of the Day
- h. Chaplain - Any issues of interest/concern
- i. JAG - Any issues of interest/concern
- j. PAO - Any issues of interest/concern
- k. Force Protection
 - Status
 - Incidents

Convoy Movements

- 1. NSE
 - Offload Status
 - Beach Support
 - Camp Issues
- m. MAGTF - Any issues of interest/concern
- n. MPSRON - Any issues of interest/concern
- o. N3 - Current OPS
 - Operations Last 24 Hours
 - Operations Next 24 Hours
 - Major Events Next 72 Hours

p. COS
q. CMPF

TAB C TO APPENDIX 1 TO ANNEX R TO CMPF OPORDER
OPREP 3 FORMAT

REFERENCES: (a) OPNAVINST 3100.6G Special Incident Reporting
(b) CINCUSNAVEUR/CINCLANTFLT/CINCPACFLT INST 3100.7
Special Incident Reporting (OPREP 3/UNIT SITREP)
(c) CINCUSNAVCENT/COMFIFTHFLT OPORD 1000-01

1. PURPOSE. To provide guidance for the submission of special incident reports during exercise.

2. EXECUTION.

a. Incidents meeting the requirements of on OPREP NAVY BLUE or PINNACLE message are specified and amplified in references (a) and (b). Such incidents will be reported IAW refs (a) thru (c).

b. PINNACLE - Initial phone call will be made to the Commander, US Forces Korea Command Center. Phone number will be provided upon arrival in country. Address messages to the following addressees:

TO: JOINT STAFF WASHINGTON DC//J3 NMCC//
USCINCPAC HONOLULU HI
CNO WASHINGTON DC
COMUSKOREA CC SEOUL KOR//FKJ3-OP//

INFO: COMSEVENTHFLT
USDAO SEOUL KOR
COMNAVFORKOREA SEOUL KOR//N3/N5/NCG//
COMNAVFORKOREA DET POHANG KOR
COMUSMARFORK SEOUL KOR (AS APPROPRIATE)
CTF 70 (AS APPROPRIATE)
COMNAVSURFLANT NORFOLK VA//N3// (AS APPROPRIATE)
COMPHIBGRU THREE//N3/N5//
COMPHIBGRU THREE FWD
COMLOGGRU TWO DET EARL//N3// (AS APPROPRIATE)
COMSC WASHINGTON DC (AS APPROPRIATE)
COMSCFE YOKOHAMA JA (AS APPROPRIATE)
MSCO PUSAN KOR//00// (FOR MPS SHIPS)
COMPSRON THREE (AS APPROPRIATE)
COMNAVBEACHGRU ONE
PARENT COMMAND
BLOUNT IS CMD JACKSONVILLE FL (AS APPROPRIATE)
NAVCHAPGRU WILLIAMSBURG VA (AS APPROPRIATE)
CDR49THQMGF FT LEE VA (AS APPROPRIATE)
COMFLEACT CHINHAE KOR//N3//

c. NAVY BLUE - Initial phone call will be made to the Commander, US Forces Korea Command Center. Phone number will be provided upon arrival in country. Address messages to the following addressees:

TO: USCINCPAC HONOLULU HI
CNO WASHINGTON DC
COMUSKOREA CC SEOUL KOR//FKJ3-OP//
COMSEVENTHFLT

INFO: USDAO SEOUL KOR
COMNAVFORKOREA SEOUL KOR//N3/N5/NCG//
COMNAVFORKOREA DET POHANG KOR
COMUSMARFORKOREA SEOUL KOR (AS APPROPRIATE)
CTF 70 (AS APPROPRIATE)
COMNAVSURFPAC SAN DIEGO CA//N3// (AS APPROPRIATE)
COMPHIBGRU THREE//N3/N5//
COMPHIBGRU THREE FWD
COMLOGRU TWO DET EARLE//N3// (AS APPROPRIATE)
COMSC WASHINGTON DC (AS APPROPRIATE)
COMSCFE YOKOHAMA JA (AS APPROPRIATE)
COMPSRON (NUMBER AS APPROPRIATE)
COMNAVBEACHGRU ONE
PARENT COMMAND
BLOUNT IS CMD JACKSONVILLE FL (AS APPROPRIATE)
NAVCHAPGRU WILLIAMSBURG VA (AS APPROPRIATE)
CDR49THQMGF FT LEE VA (AS APPROPRIATE)
COMFLEACT CHINHAE KOR//N3//

d. Use the following format when operating in the COMUSNAVCENT/COMFIFTHFLT AOR IAW COMUSNAVCENT/COMFIFTHFLT OPORD 1000-01.

(*) DENOTES MANDATORY ADDRESSEE

IMMEDIATE

FM Unit

TO CNO WASHINGTON DC (*)

COMUSNAVCENT (*)

COMFIFTHFLT (*)

CTF FIVE _____ (as assigned) (*)

CTG FIVE _____ PT _____ (as assigned) (*)

INFO USCINCCENT MACDILL AFB FL//CCJ3// (*)

CINCLANTFLT NORFOLK VA (Atlantic Fleet ships)

CINCPACFLT PEARL HARBOR HI (Pacific Fleet ships)

DEPCOMUSNAVCENT MACDILL AFB FL (*)

Enclosure (6)

COMSEVENTHFLT/COMSIXTHFLT (for incidents involving Seventh Fleet and Sixth Fleet assets)

_____ (Type commander)

CJTF SWA//JSRC// (SAR INCIDENTS)

ONI WASHINGTON DC

NAVY JAG WASHINGTON DC (*) (for incidents involving violation of the laws of war or injury to civilians or damage to civilian property caused by military equipment, such as A/C or ships)

NAVSUPPACT BAHRAIN

_____ (IUC of ship/unit)

COMNAVAIRSYS COM PATUXENT RIVER MD (aircraft incidents or if actions by SYSCOM req'd)

CMC WASHINGTON DC (involvement of USMC personnel or mission)

NAVXDIVINGU PANAMA CITY FL (diving mishaps)

BUPERS MILLINGTON TN (deaths, serious injury, racial incidents, serious misconduct, attempts to willfully destroy USN property)

COMNAVSAFECEN NORFOLK VA (fires, floods, grounding, explosions, collisions, accidents to USN units)

NAVINS GEN WASHINGTON DC (fraud, waste and abuse)

COMNAVSEASYS COM WASHINGTON DC (for all accidents and incidents requiring SYSCOM action)

_____ AREA COORDINATOR (incidents in or near a host country)

USDAO/USLO/OMC of country or forces involved)

CHUSMTM RIYADH SA (if ships/A/C of Arabian Gulf/Red Sea nations involved)

CHNAVFOR DIVMTM RIYADH SA (if forces of Arabian Gulf/Red Sea nations involved)

COMSC WASHINGTON DC (if MSC shipping personnel/equipment involved)

COMSCCENT BAHRAIN (when activated and if MSC...)

COMSCEUR NAPLES IT (if MSC shipping personnel/equipment involved)

NAVFOR DIVMTM DET JUBAIL SA (if Arabian Gulf Saudi Naval Forces involved)

NAVFOR DIVMTM DET JEDDAH SA (If Red Sea Saudi Naval Forces involved)

COMSCEUR DET LONDON UK (if MSC shipping personnel/equipment involved)

COMSCFE YOKOHAMA JA (if MSC shipping personnel/equipment involved)

MSCO SWA BAHRAIN (if MSC shipping personnel/...)

SOPA (for incidents which occur in port)

Others as directed by COMUSNAVCENT/COMFIFTHFLT

BT

SECRET CONFIDENTIAL UNCLAS

EXER/_____/_____
 (COND)
 OPER/_____
 (COND)
 MSGID/OPREP-3/(ship name)/(ser)/-//
 (MAND)
 REF/A/_____/_____/_____/_____
 (COND)
 AMPN/_____
 (COND)
 REF/B/_____/_____/_____/_____
 (COND)
 AMPN/_____
 (COND)
 NARR/_____
 (COND)
 FLAGWORD/NAVYBLUE/-//
 (MAND)
 TIMELOC/DATE-TIME (use local time and specify time zone)/
 ____N____E/ (INIT, FOLUP, FINAL)//
 (MAND)
 GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/_____

 _____// (MAND)
 RMKS/_____

 _____// (COND)
 CLOSTEXT/_____
 _____// (COND)
 DECL/X4// (COND)
 BT

*Note: Final special incident report only must include a statement regarding mishap reporting. "MISHAP REPORT NOT REQUIRED", "MISHAP REPORT TO FOLLOW", or "MISHAP REPORT SUBMITTED" will be entered, as applicable, in the RMKS set.

TAB D TO APPENDIX 1 TO ANNEX R TO CMPF OPORDER
UNIT SITREP FORMAT

REFERENCES: (a) OPNAVINST 3100.6G Special Incident Reporting
(b) CINCUSNAVEUR/CINCLANTFLT/CINCPACFLT INST 3100.7
Special Incident Reporting (OPREP 3/UNIT SITREP)

1. PURPOSE. Significant incidents not meeting OPREP 3 special incidents reporting criteria, such as accidents, personnel injuries, mishaps, etc., will be reported via UNIT SITREP.

FM

TO COMPHIBGRU THREE FWD

INFO CINCPACFLT PEARL HARBOR HI//N1/N3//

USDAO SEOUL KOR

COMUSKOREA CC SEOUL KOR//FKJ3-OP//

COMNAVFORKOREA SEOUL KOR//N3/N5/NCG//

COMSEVENTHFLT

CTF SEVEN ZERO (AS APPROPRIATE)

US ARMY COMMANDS (AS APPROPRIATE)

COMNAVSURFLANT NORFOLK VA//N3// (AS APPROPRIATE)

COMPHIBGRU THREE//N3/N5//

COMPSRON THREE (NUMBER AS APPROPRIATE)

NSE PARENT COMMAND (AS APPROPRIATE)

NAVCHAPGRU WILLIAMSBURG VA//N1// (AS APPROPRIATE)

COMLOGGRU TWO DET EARL//N3// (AS APPROPRIATE)

MSCO PUSAN KOR//00// (FOR MPS SHIPS)

COMFLEACT CHINHAIE KOR//N3//

UNCLAS //00000//

MSGID/UNIT SITREP/(serial number)//

REF/A/DOC/OPNAVINST FOR SPECIAL INCIDENT REPORTING (OPREP-3,
NAVY BLUE AND UNIT SITREP) PROCEDURES.//

FLAGWORD/-/UNITSITREP//

TIMELOC/(time of event)/(location of event)/INITIAL, UPDATE or
FINAL)//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/(Include a one line
brief description of incident.)//

RMKS/1. (Include detailed description of event, identify level
and possible press interest, mission impact. If this is the
final report state: FINAL REPORT THIS INCIDENT.//

BT

2. Reports originating from COMPHIBGRU THREE FWD will be
addressed directly to COMUSKOREA SEOUL KOR.

3. Use the following format when in COMUSNAVCENT/COMFIFTHFLT
AOR IAW COMUSNAVCENT/COMFIFTHFLT OPORD 1000-01.

NOTE: (*) Denotes mandatory addressee

IMMEDIATE

FM

TO CTF FIVE (as assigned) (*)

CTG FIVE PT _____ (as assigned) (*)

COMUSNAVCENT (*)

COMFIFTHFLT (*)

INFO

DEPCOMUSNAVCENT MACDILL AFB FL (*)

NAVCRRIMINVSEFOWASHINGTON DC/22D// (incidents resulting in
NCIS participation or bomb threat hoaxes)

NAVCRRIMINVSEFOW MIDDLE EAST BAHRAIN//

USDAO (or USLO) (or OMC) (for city/country involved, as
appropriate)

NAVSUPPACT BAHRAIN (as required; mandatory for incidents in
vicinity of Bahrain or Fujairah)

(SOPA) (For liberty incidents)

BT

SECRET CONFIDENTIAL UNCLAS

EXER/_____/ (COND)

OPER/_____/ (COND)

MSGID/UNIT SITREP/(originator)/(ser)/-// (MAND, SER)

REF/A/_____/_____/_____/_____/ (COND)

AMPN/_____/ (COND)

REF/B/_____/_____/_____/_____/ (COND)

AMPN/_____/ (COND)

NARR/_____/ (COND)

FLAGWORD/-/UNITSITREP// (MAND)

TIMELOC/DATE-TIME (use local time and specify time zone)/

____N____E/(INIT, FOLUP, FINAL)// (MAND)

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/_____

_____/ (MAND)

RMKS/_____

_____/ (COND)

DECL/X4// (COND)

BT

Note: Final special incident report only must include a
statement regarding mishap reporting. "MISHAP REPORT NOT
REQUIRED", "MISHAP REPORT TO FOLLOW", or "MISHAP REPORT
SUBMITTED" will be entered, as applicable, in the RMKS section.

Enclosure (6)

TAB E TO APPENDIX 1 TO ANNEX R TO CMPF OPORDER
JPERSTAT REPORT

1. PURPOSE. When required, JPERSTAT messages will be transmitted in the following format. Amplifying information will be provided sepcor.

FM CTF 51
TO COMFIFTHFLT
BT

C O N F I D E N T I A L

EXER//

SUBJ/JPERSTAT //

REF/A/DOC/J-PUB 2-03.17//

AMPN/REF A IS JPERSTAT GUIDANCE//

RMKS/

1. PERIOD/DDHHHHZ/TO:DDHHHHZ/AS OF:DDHHHHZ//

2. MILITARY (Note- Military includes Male and Female)

CMD/START/GAIN/LOSS/END/AFLOAT/ASHORE/NOTE

HQTR/

NSE/

MPSRON/

NCWG/

3. CIVILIAN

CMD/START/GAIN/LOSS/END/AFLOAT/ASHORE/NOTE

HQTR/

NSE/

MPSRON/

NCWG/

4. FEMALES

CMD/START/GAIN/LOSS/END/AFLOAT/ASHORE/NOTE

HQTR/

NSE/

MPSRON/

NCWG/

5. NOTES/AMPLIFYING INFO: //

TAB F TO APPENDIX 1 TO ANNEX R TO CMPF OPORDER
NIGHT ORDERS FORMAT

DATE: _____

COMMANDERS GUIDANCE:

EQUIPMENT STATUS:

ONLOAD/OFFLOAD STATUS:

EXPECTED OPS NEXT 24 HOURS:

FORCE PROTECTION STATUS:

REVIEWED BY:

N3 _____

COS _____

CNBG _____

D-CMPF _____

CMPF / DEPUTY CMPF

WAKE UP: _____

APPENDIX 2 TO ANNEX R TO CMPF OPORDER
CNSE REPORTS

1. PURPOSE. To promulgate the required CNSE reports format for Exercise.

Tabs:

- A - Advance Echelon/Rear Guard Daily Report
- B - OPP Daily Report
- C - Offload/Backload Status Report
- D - Craft Status Report
- E - SDO Daily Readiness Report
- F - CNSE Daily OPSUM Report
- G - Embark Situation Report

TAB A TO APPENDIX 2 TO ANNEX R TO CMPF OPORDER
ADVANCE ECHELON/REAR GUARD DAILY REPORT

REFERENCE: (a) OPNAVINST 3100.6F

1. The CNSE Advance Echelon and Rear Guard OIC will make Daily SITREP reports. Realizing that these personnel lack robust communication capabilities, the daily report should be reported via phone, fax, e-mail, or passed to another unit for transmission. The report should be in the following format:

FROM:

TO: CNBG-1

SUBJ: SITREP # ____ as of ____

1. PERSONNEL: describe changes from previous reports, medical issues, emergency leave, etc.
2. OPERATIONS PAST 24 HOURS: describe accomplishments.
3. OPERATIONS PLANNED NEXT 48 HOURS:
4. LOGISTICS: describe logistics needs, situation, etc.
5. CONCERNS: describe concerns, what assistance is required, etc.
6. COMMENTS: place for comments, weather, morale, etc.

TAB B TO APPENDIX 2 TO ANNEX R TO CMPF OPORDER
OPP DAILY REPORT

1. Within 12 hours of embarking, the OPP OIC is required to submit an OPP OIC Report via message reporting personnel and equipment. The OPP OIC shall make reports until the CNSE Main Body arrives in the Arrival and Assembly Area. The message should be in the following format:

FM COMNAVBEACHGRU ONE DET BUT / WIL
TO COMPSRON THREE//N3//
COMNAVBEACHGRU ONE DET FE98
INFO COMPHIBGRU THREE//N3/N5//
COMPHIBGRU THREE FWD
COMNAVBEACHGRU ONE//N5//
CG III MEF//G-3//
BLOUNT IS CMD JACKSONVILLE FL//00/920//
UNCLAS //N03500//
EXER//
MSGID/GENADMIN/CNBG-1//
SUBJ/OPP OIC REPORT//
REF/A/DOC/CPG-3/XXAUG98//
AMPN/FE98 OPORDER//
RMKS/1. PERSONNEL: describe changes from previous reports,
medical issues, emergency leave, etc.

2. OPERATIONS PAST 24 HOURS: describe accomplishments.
3. OPERATIONS PLANNED NEXT 48 HOURS:
4. LOGISTICS: describe logistics needs, situation, etc.
5. CONCERNS: describe concerns, what assistance is required,
etc.
6. COMMENTS: place for comments, weather, morale, etc.

TAB C TO APPENDIX 2 TO ANNEX R TO CMPF OPORDER
OFFLOAD/BACKLOAD STATUS REPORT

1. Ship's Debarkation Officer (SDO) will make the following voice report to the CNSE Watch Officer. The CNSE Watch Officer will forward the latest voice report to CMPF Watch. Reports are required:

- a. at the start of operations.
- b. hourly during operations.
- c. when securing from offload operations for the day:

<u>LINE NUMBER</u>	<u>ITEM</u>
1.	NAVY CONTAINERS OFFLOADED
2.	NAVY CONTAINERS % OF TOTAL TO BE OFFLOADED
3.	USMC CONTAINERS OFFLOADED
4.	USMC CONTAINERS % OF TOTAL TO BE OFFLOADED
5.	FOOTPRINT ITEMS OFFLOADED
6.	FOOTPRINT ITEMS % OF TOTAL TO BE OFFLOADED
7.	LIGHTERAGE IN THE WATER (BY CONFIGURATION)
8.	VISIBILITY (NM)/WAVE HEIGHT/MSI

TAB D TO APPENDIX 2 TO ANNEX R TO CMPF OPORDER
CRAFT STATUS REPORT

1. Ship's Debarkation Officer (SDO) will make the following voice report to the CNSE Watch Officer. Reports are required:
 - a. at the start of operations.
 - b. every 30 minutes during operations.
 - c. when securing from offload operations for the day:

<u>CRAFT STATUS</u>	<u>ITEM</u>
1.	CRAFT #
2.	CRAFT LOCATION
3.	FUEL %
4.	CONTROLLING UNIT

TAB E TO APPENDIX 2 TO ANNEX R TO CMPF OPORDER
SDO DAILY READINESS REPORT

1. The SDO shall make a daily report of readiness to commence offload operations. The report should be by voice and passed to the CNSE Watch Officer, who will forward the report to the CMPF Staff.

TAB F TO APPENDIX 2 TO ANNEX R TO CMPF OPORDER
CNSE DAILY OPSUM REPORT

1. CNSE will provide Daily OPSUM reports to CMPF via message reporting. Format will be provided via separate correspondence.

(WILL BE PROVIDED WHEN PUBLISHED)

TAB G TO APPENDIX 1 TO ANNEX R TO CMPF OPORDER
EMBARK SITUATION REPORT

1. Daily SITREPs will be written by the Embarkation Officer or Staff and submitted to the Executive Officer for review and release prior to 1600 daily in the following format:

FM PHIBCB ONE
TO COMNAVBEACHGRU ONE//N5//
COMNAVBEACHGRU ONE DET FE98
INFO COMPHIBGRU THREE//N3/N5//
COMPHIBGRU THREE FWD
COMNAVIUWGRU ONE
NAVBEACHGRU ONE
NAVCHAPGRU WILLIAMSBURG VA//N3//
UCT ONE
UCT TWO
XMT ACU FIVE
UNCLAS //N04600//
EXER///
MSGID/GENADMIN/PHIBCB ONE//
SUBJ/EMBARKATION SITREP #NNN-YY//
RMKS/1. STATUS OF EMBARKATION: (Describe daily events followed by status of gear embarked as necessary.)

2. ISSUES REQUIRING RESOLUTION: (Describe any outstanding issues and action due, if any.)

3. NEXT MILESTONE: (Describe next step. If next SITREP will not be released on the next workday, give expected date of next SITREP.)//

BT

Training and Preparations Requirements

Rank	E1-E6	E7-E9	W1-O3	O3-O6
CMPF Course K-2E-3119	Recommended	Recommended	Required	Required
782 Gear	Required	Required	Required	Required
Qualify M16	Required	Recommended	Recommended	Recommended
Qualify 9mm	Recommended	Required	Required	Required
Official Passport	Required	Required	Required	Required
Shots Current	Required	Required	Required	Required
CBR-D Course	Required	Required	Required	Required
Medical	Required	Required	Required	Required
Dental	Required	Required	Required	Required

CMPF EMBARK REQUIRED ITEMS

The following list is the minimum equipment that CPG3 will need to bring to the theater to conduct MPF operations.

CPG-3 Code	Unit Items	Amount
N00	Laptop	2 (1 x NIPR, 1 x SIPR)
	Printer	1
	STU-III	1
N2	Laptop	2 (1 x SIPR, 1 x NIPR)
	Printer	1
	Burn Bags	
N3/N5	Laptop	1
	Printer	1 x color / 1 x B & W
	STU - III	1
	Status Boards	2
	TV/VCR Combo	1
	Safe	1
	Briefing Projector	1
	American Flag	2
	Shredder	1
	Coffee Pot	1
	Binoculars	1
	Clock	6
N6	Scanner	1
	Copier	1
	Printer	3
	Networking Equipment	Misc
	INMARSAT w/Case	1
	Networking Software	Misc
	Server	1
	Monitor	1
	Network Switch	2
	Consumables	Toner, paper, etc.
	Laptops	6
	AN/PSC - 5 SATCOM Radio	1
	Fan	2
	Small Refrigerator	1
	Tool Box w/tools	2
Medical	Mount out boxes	5 (for Medical gear)
	Water Cooler	2

UNIT SITREP

Use the following format when in COMUSNAVCENT/COMFIFTHFLT AOR IAW
COMUSNAVCENT/COMFIFTHFLT OPORD 1000-01.

NOTE: (*) Denotes mandatory addressee

IMMEDIATE

FM

TO CTF FIVE (as assigned) (*)

CTG FIVE PT _____ (as assigned) (*)

COMUSNAVCENT (*)

COMFIFTHFLT (*)

INFO

DEPCOMUSNAVCENT MACDILL AFB FL (*)

NAVCIMINVSERFO WASHINGTON DC/22D// (incidents resulting in NCIS
participation or bomb threat hoaxes)

NAVCIMINVSERFO MIDDLE EAST BAHRAIN//

USDAO (or USLO) (or OMC) (for city/country involved, as appropriate)

NAVSUPPACT BAHRAIN (as required; mandatory for incidents in vicinity of
Bahrain or Fujairah)

(SOPA) (For liberty incidents)

BT

SECRET CONFIDENTIAL UNCLAS

EXER/_____/_____/_____ (COND)

OPER/_____/_____/_____ (COND)

MSGID/UNIT SITREP/(originator)/(ser)/-// (MAND, SER)

REF/A/____/_____/_____/_____/_____/_____ (COND)

AMPN/_____/_____/_____/_____/_____/_____ (COND)

REF/B/____/_____/_____/_____/_____/_____ (COND)

AMPN/_____/_____/_____/_____/_____/_____ (COND)

NARR/_____/_____/_____/_____/_____/_____ (COND)

FLAGWORD/-/UNITSITREP// (MAND)

TIMELOC/DATE-TIME (use local time and specify time zone)/
____N____E/(INIT, FOLUP, FINAL)// (MAND)

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/_____

_____/_____/_____ (MAND)

RMKS/_____

_____/_____/_____ (COND)

DECL/X4// (COND)

BT

Note: Final special incident report only must include a statement
regarding mishap reporting. "MISHAP REPORT NOT REQUIRED", "MISHAP
REPORT TO FOLLOW", or "MISHAP REPORT SUBMITTED" will be entered, as
applicable, in the RMKS section.

DAILY SITREP REPORT

FM

TO COMUSKOREA SEOUL KOR//J3/J4// (or COMUSCENTCOM as appropriate)

CTF 71//N3/N4/N5// (AS APPROPRIATE)

INFO COMPHIBGRU THREE//FWD//

BT

C O N F I D E N T I A L //NXXXXX//

EXER//

MSGID/GENADMIN/"UNIT NAME"

SUBJ/DAILY SITREP FEEDER #___//

POC//

RMKS/

1.Contents:

Personnel Status (total nr present)-

USN OFF/ENLISTED (M/F)

USMC OFF/ENLISTED (M/F)

USA OFF/ENLISTED (M/F)

MSC EMPLOYEES (M/F)

Other personnel (M/F)

Remarks citing changes fm previous report

2. THREATCON/MOPP Level

3. Significant evts/operations conducted previous 24 hours.

4. Planned ops next 48 hours.

5. Logistic concerns.

6. Readiness Posture

7. Cmdrs rmks.

* CNSE include offload status by ship in daily sitrep (para. 6, Cmdrs rmks).

(a) Container status by ship:

total aboard/total ashore

total offloaded/onloaded previous 24 hours

total offloaded/onloaded to date

(b) Principal End Items (PEI) status by ship:

total aboard/total ashore

total offloaded/onloaded previous 24 hours

total offloaded/onloaded to date